

Board of County Commissioners

Leon County, Florida

Policy No. 94-5

Title:	Uniform Policy
Date Adopted:	July 12, 1994
Effective Date:	July 13, 1994
Reference:	Risk Management - Policy and Procedures Manual
Policy Superseded:	N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

The purpose of this policy shall be to maximize safe working conditions, reflect good appearance and to provide ease of recognition and/or identification for County employees by the public.

Supervisors and employees in the certain designated job categories, including Public Works Operations maintenance workers, equipment operators, roadway workers, animal and mosquito control officers, Fleet Management mechanics, Facilities Management, Solid Waste and Survey personnel, building, environmental and construction inspectors, shall be required to wear County-approved uniforms.

1. Employees who are provided uniforms by the County are expected to wear such uniforms during work hours unless otherwise exempted by their supervisor. This uniform, and any other related dressing accessories, are to be kept well maintained and may not be used for recreational or off-duty purposes.
2. It is the responsibility of the County to provide and launder such uniforms through an approved vendor(s).
3. Replacement uniforms are to be supplied to employees on an as-needed basis. In order to receive replacement uniforms, the employee must return the old uniforms.
4. Upon receipt of uniforms, employees must sign a statement which establishes that the uniforms remain the property of the approved vendor, and must be returned upon termination of employment or transfer to an ineligible position. Should such articles not be returned, and it is determined that the employee is at fault, the replacement cost shall be billed to the employee who shall reimburse the County for the cost of the uniforms.
5. No employee shall affix, adorn or otherwise alter any County-provided work clothing by adding patches, emblems, pins, etc. unless such items are issued and provided by the County or the County Administrator.
6. All protective clothing and/or accessories necessary to insure the safety and well-being of employees must be provided by the department to which the employee is assigned.
7. All uniform and safety accessories and/or items issued by the County (i.e. , hard hats, goggles, gloves, safety shoes, back braces etc.) must be worn in accordance with the County Risk Management Policy and Procedures Manual.